

SPECIAL COUNCIL MEETING MINUTES
VILLAGE OF MANTUA, OHIO

June 4, 2013 5:30 p.m.

CALL TO ORDER: 5:32 p.m. by Mayor Clark

PLEDGE OF ALLEGIANCE:

ROLL CALL: Council President Ben Prescott, Bill Zoller, Linda Schilling, Paul Janson, and Marty Hura, Giles Seith was absent.

Motion to excuse Giles Seith by B. Prescott, seconded by M. Hura. All ayes on vote.

OTHERS PRESENT: Mayor Linda Clark, Clerk-Treasurer Jenny August, Solicitor Michele Stuck.

CITIZENS: Roy Peck, Dave Campbell, Deral White from Water, Harold Ullman arrived at 6:00.

Authorizing a purchase order for Ohio Pump in the amount of \$3,737.00 for the complete pump replacement at the Ambler Lift Station:

Motion to approve B. Prescott, seconded by L. Schilling. All ayes on vote.

LEGISLATION:

2013-44 AN ORDINANCE AUTHORIZING TRANSFERS FROM THE GENERAL FUND 1000 TO THE PERMISSIVE FUND 2101, AND ALSO FROM THE GENERAL FUND 1000 TO THE SEWER OPERATING FUND 5201 AND DECLARING AN EMERGENCY. 1st Reading.

The Mayor explained that the first transfer is \$10,000 to Permissive Fund to do some street repairs. The second is because the EPA mandated a lot of repairs that depleted the sewer operating fund. Marty asked if we want to do it as a transfer. The Mayor said without taking in septage, she can't see how we would pay the General Fund back.

Motion to suspend the rules by B. Prescott, seconded by L. Schilling. All ayes on vote.

Motion to approve by L. Schilling, seconded by B. Prescott. All ayes on vote.

2013-45 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2013 APPROPRIATIONS AND DECLARING AN EMERGENCY. 1st Reading.

Jenny said the increase in appropriations is for the General Fund to do the transfers, and to spend the money that the DMRC donated to us for the way finding signs. All but \$259 was donated.

Motion to suspend the rules by L. Schilling, seconded by M. Hura. All ayes on vote.

Motion to approve by L. Schilling, seconded by M. Hura. All ayes on vote.

2013-46 A RESOLUTION AUTHORIZING THE CLERK-TREASURER OF THE VILLAGE OF MANTUA TO DELAY THE MAY MONTHLY TRANSFER FROM SEWER OPERATING FUND 5201 TO SEWER DEBT FUND 5702, AND ALSO TO REDUCE THE JUNE MONTHLY TRANSFER AND DECLARING AN EMERGENCY. 1st Reading. There was no discussion.

Motion to suspend the rules by L. Schilling, seconded by M. Hura. All ayes on vote.

Motion to approve by L. Schilling, seconded by M. Hura. All ayes on vote.

2013-47 A RESOLUTION FORGIVING BULK WATER PAYMENT DEFICIENCIES FOR FOUR CUSTOMERS, AND DECLARING AN EMERGENCY. 1st Reading.

Michele explained that this should probably stay on first reading. She is waiting to hear back from the Auditor as to whether or not this could constitute a finding for recovery. Also, if forgiving the customer if Council chooses to, means also not being able to collect potentially from the employee that was not authorized to extend these rates, that was apparently going on since early 2012 that the Mayor discovered after this employee left. Linda Schilling asked how much is owed in total for the difference in reduced charges. Michele said it totals \$1,765 collectively, plus anything from May. Bill Zoller asked if we can forgive the vendors and go after the previous Village Administrator for the money. Michele said we won't know until we hear back from the Auditor. Michele said Council can consider allowing them to keep the current rate for now. Bill Zoller said he is in favor of allowing them to keep these rates for 30 days. The Mayor said these water haulers have customers that they have contracted with based on these rates, and she feels we should honor these rates for a certain amount of time.

Motion to give B.Y. Mulch through the end of June 30th, a rate of \$4.50 per thousand gallons, to give L & R Water Hauling a rate of \$4.50 per thousand gallons through June 30th, and for Deral White \$6.00 per thousand gallons until he reaches 200,000 gallons total and 200,001 gallons and on the price would be \$4.00 per thousand also to be allowed through June 30, 2013 and this is money that this Council is authorizing beginning May 31st, and isn't going to be concluded in the money we are potentially trying to recover, so this is separate money by B. Prescott, seconded by L. Schilling. All ayes on vote.

DISCUSSION:

Mayor Clark said regarding 2013-44, part of the transfer is for paving Elm Street. Ronyak would like her to call them tonight once approved because they plan to start paving tomorrow as well as High St. hill from the Soap Box Derby line to the park, and also on Second St. where the water line was repaired, and also where the waterline was repaired on S.R. 44 in front of Dr. Meyers building. They are also doing striping on High Street.

Water and Sewer finances:

The Mayor said Jenny has printed up a spreadsheet. This helps us see where we are financially with and without septage. There are different rate increases for water and sewer to see where the funds would be. Michele asked if the EPA gave a timeline as to when we can start accepting septage again? The Mayor said that we are waiting on an analysis from C.T. Consultants on the aeration bed and pricing on holding tanks. Looking at the spreadsheet that Jenny prepared, it is clear that we need to continue processing septage.

The Mayor said Buckeye Pipeline is building a tank and needs at least 1.3 million gallons of water to pressure test. This could bring us additional income of \$6,000. If they hook up to the hydrant by the Buckeye, that means Overberger's will not have any water. This could take a week to 3-4 weeks to do. Ben suggested that we check into the cost of a backflow preventer for the hydrant. The Mayor said she suggested that to them. The Mayor thought Buckeye might be willing to purchase a holding tank for them or other suggestions. Buckeye indicated that they would be willing to help out with whatever we decide to do to help Overberger's. Deral White asked if we can constrict the times they use the hydrant.

Mr. White asked for permission to discuss the problem he has been experiencing with contaminated water that he and L & R Water are buying from the Village. On two occasions, the water was clear when he put it in customer's pools, and then it changed color. One turned brown and one turned green. He has to go back and make it right with his customers. Mayor Clark said we sent out water samples to the County to be tested and everything was within the limits. Our two Operator's of Record have been speaking with other operators to see if they have any ideas of what might be going on. They recommend that no chemicals be added to the water for the first 24 hours. The Mayor said we sent samples out yesterday that

we are waiting on results from. Mr. White said these are small pools and asked if the Village would consider forgiving the cost of the 12,000 gallons of water once he cleans these pools. Michele said we can do that by motion once we resolve this. The Mayor said after the pools were filled, the water turned green, and after the residents shocked them, the water turned brown.

Office Space Considerations:

The Mayor said that she and Jenny have been discussing this and feel that we need to bring the Administrative Assistant up to Village Hall. This seems like the right time to do this, and Jenny has the space. The Auditor's recommend it, and she had checked with two other communities, and their Administrative Assistant's are not in the Service garage, they are in the office with the Clerk's. Linda Schilling asked if this is going to bring a lot more traffic in the office. Jenny said we have interruptions all the time. Linda asked if she will be the part time secretary for Jenny. Jenny said no, she will just be working out of her office. Linda Schilling asked where the new Village Administrator will be. The mayor said she would like to ask that he has an office upstairs in the conference room for his administrative duties as well as an office in the Service garage. Ben says it is hard to lead the guys from afar. He thinks he is better off being down with the men. Linda Schilling agreed. At this time, Marty had to excuse himself from the meeting. Bill Zoller said it is a good idea to bring the secretary to this building. Ben said he didn't have a problem with that, but didn't think the Village Administrator should be up here. Bill is in favor of closing the little building by the garage. Linda Schilling is not. Mayor Clark asked everyone to think about it and we can discuss it at the next Council meeting. Mayor Clark said she and Jenny were discussing this along with the office options; At the end of Jenny's term, if we considered separating out the income tax, Jenny feels that if she didn't have the burden of the income tax, she might not need an assistant. If the water-sewer clerk were in her office, that would be her back-up if she were sick or on vacation. Bill asked if Jenny would still need part time help now if Lisa were brought up to her office. Jenny said if Lisa were able to pick up some of the duties of her office, we could give it a try. Linda Schilling said Lisa is busy 40 hours a week doing service department work, and Jenny has already placed an ad for part time help. Mayor Clark said before Jenny starts interviewing, this is a good time to do the transition.

Income Tax Options:

Jenny reviewed a spreadsheet that she put together on four options. An assistant clerk is \$17,000 per year. If we eliminated that position and paid RITA 3%, it would cost us \$15,000. Tax Pro's charges 2% which would cost us \$10,000 for them, as opposed to paying \$17,000 for an Assistant. Linda Schilling said we aren't doing that until the end of Jenny's term. Jenny said \$6,000 of her wages are for being the tax administrator. She would be doing \$6,000 less duties, but picking up \$17,000 worth of duties. Jenny said the scenario that saves the most money would be to reduce the Clerk-Treasurer's wages at the end of this term, and hire a Tax Administrator for \$6,000. Jenny also said she thinks doing it this way (in-house), that we are losing money. RITA and Tax-Pro's have access to the Federal database and know all the people in town that need to be paying income tax. Mayor Clark said we were just throwing out the option of whether or not to do this in two years or do it now. She feels Jenny is compensated for doing the taxes, but wants Council to consider all option. Ben said if we added the \$6,000 to Tax Pro's, we are still spending \$16,000 on taxes, which only saves us \$1,400. Jenny said you wouldn't be losing out on the \$6,000 because she is picking up \$17,000 worth of duties. Linda Schilling said Jenny is paid for doing taxes and we can't change it during her term. Jenny said her pay can't change, but job duties can. The Mayor agreed that she feels Jenny should be doing taxes for the remainder of her term, but wanted to throw out options and be open minded. Paul said we can mull this over.

2014 Budget:

The Mayor said in Sewer Operating, she wanted to consider the amount we are collecting from Septage, compared to what additional costs we incur from processing it. This is one potential problem that we will have even for this year. Paul said basically, the numbers we have for sewer expenses are going to be at least \$15,000 shy. Ben said for this year, we are going to have to move money from General Fund. Mayor Clark said we told residents we will do everything we can to not raise the rates, but in the interim of not processing septage, we may be forced to. We have a shortfall from not doing sludge. If we can get a holding tank, we can take in sludge again. The Mayor asked to give sludge hauling it's own line again so it can't be used for other things. Jenny said we can do that when we do the appropriations in the fall.

Personnel Matters:

Mayor Clark said that she would like to ask Council if during this interim time of looking for a Village Administrator and only having one Service Employee, that we give him a \$1.00 an extra dollar an hour. Michele said it would be hard to take it away when someone else is hired. Michele said we would have to change the legislation. The Mayor suggested a stipend. Ben said to just give him a \$1.00 an hour raise. Linda Schilling agreed. Michele will update the legislation for the next Council meeting. Motion to give Tom Bowersox a \$1.00 per hour raise by B. Prescott, seconded by L. Schilling. All ayes on vote.

Also, the Mayor said we have part time Police and Dispatchers that might be interested in seasonal work such as reading meters in the service department. Michele asked how many people she will need. The Mayor said someday when we get our new meters and it take three or four hours monthly of someone driving around to read meters that may be part of the Administrative Assistants job. We need to think outside the box. This will free our guys up.

Adjournment:

Motion to adjourn the Special Council Meeting at 6:57 by Ben Prescott, seconded by Linda Schilling. All ayes on vote.

Linda Clark, Mayor

Jenny August, Clerk-Treasurer